# LifeView HR Kiosk List of Locations



All open enrollment changes for health, dental, vision, and reenrollment in the flexible spending plan must be made in LifeView HR. If a desktop computer is not readily accessible to you, the locations listed below can be used by any City employee to review open enrollment options and make

changes, or you can see your department PPA for additional Kiosk options. If you have no benefits changes and do not want to enroll in a flexible spending plan (health or dependent care) for 2018, NO ACTION IN LIFEVIEW HR IS REQUIRED ON YOUR PART.

#### Parks, Recreation and Marine Kiosk Locations

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PRM Administration 2760 N. Studebaker Rd. Safety Office	Beach Maintenance 4320 Olympic Plaza Drive Breakroom/Conference Room
Hours: M-F; 8am - 5pm	Hours: M-F; 7:30 am - 4pm
Houghton Park Community Center 6301 Myrtle Ave. Computer Training Lab	<b>Long Beach Senior Center</b> 1150 E. 4th Street First Floor, Room 100
Hours: M-F; 9am - 6pm	Hours: M-F; 8am - 4:30pm; Sat 10am - 4pm
Silverado Park Community Center 1545 W. 31st St. Recreation Assistant Office	Maintenance Operations (Tree Farm) 7600 E. Spring Street Maintenance Operations Building #C
Hours: M-F; 9am - 6pm	Hours: M-Thur; 7am - 5pm; Fri; 7am - 4pm

## Open Enrollment Period: October 9-20, 2017

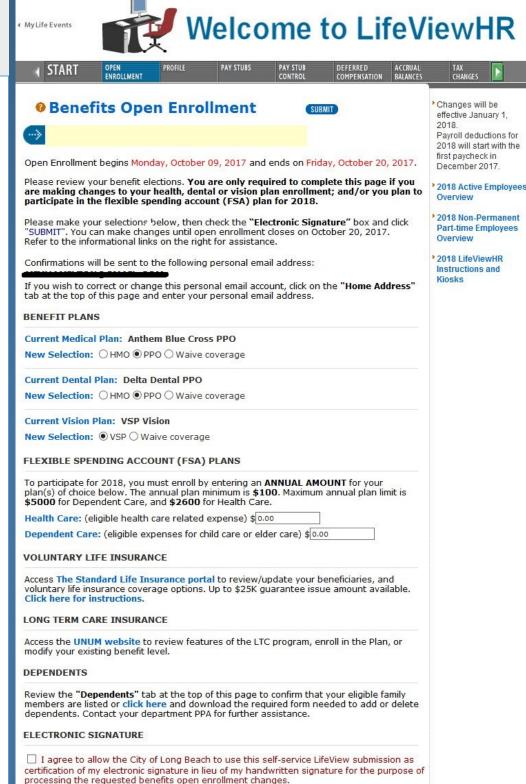


### LifeView Open Enrollment Page + Instructions

#### Access LifeView at: http://clblvhrprod/ TesseractWebServicesWeb/

- Your User Name is your SSN
- Log on with the LifeView password you created
- If you have never logged on, your default password is: LVHR (password is case-sensitive)
- Once logged in, go to the "open enrollment" - it is the first tab at the top of the page
- Access the 2018 Benefits Overview booklet(s) on the screen's right side
- Review your current enrollment(s), and make your 2018 changes
- If you have no changes to your current health, dental and vision enrollment, you are not required to update LifeView HR
- If you want to enroll in the FSA plan(s) for 2018, you must type in your annual election amount
- To confirm your selections, you must click the "Electronic Signature" box and click "Submit." It's that simple!
- Please confirm your e-mail address or update/add an e-mail address if you wish to receive e-mailed confirmations of your changes
- You can make as many changes as you like until open enrollment ends on October 20, 2017, at 5pm





## Open Enrollment Period: October 9-20, 2017

Your 2018 health, dental, vision and flexible spending options must be made in LifeView HR Open Enrollment Portal: http://www.longbeach.gov/hr/city-employees/employee-benefits/ No access to a City-issued desktop computer? Flip over to see a list of kiosks.

